



Tips and Tricks



- F11.
- GIMS ribbon.
- Sorting function in GIMS.
(example: Generate DD 2475 bin)
- Refreshing data by clicking refresh buttons, closing individual panels.
- Refreshing data by clearing temporary internet files in Internet Explorer. (Shift + Ctrl + Del)



Tips and Tricks



- Where to find the Operational Guides. (Print yours!)
- Where to find current and prior SRIP policies.
- Where to find a Soldier's GI Bill status. For example, Chief Hanson's status.
- Can you see Soldiers who are assigned elsewhere but attached to your unit?



Tips and Tricks



- Finding Tiers in GIMS.
- Alt + Tab.
- Snipping Tool.
- Adobe print.



Knowledge Management



- Clean up document file names in GIMS after uploading, for example:
 - Change “Hockenfuller enlistment packet.pdf”
to “DD4, 20110405.pdf”
 - Other good file names: “DD2475s, FY13.pdf” “DA4836, NPSEB Addend, 20081115.tif”
- Do not remove the .pdf or .tif file extension under document name. (Irrelevant for description.)



Knowledge Management



- Mark old files and duplicates as “Trash, old version” or “Trash, duplicate” etc. Cannot delete files from GIMS.
- Documents uploaded into RMS when creating a new contract will automatically show in GIMS.